

PEDS Data Entry Training Subactivities Setup

Statewide Data Collection
and Evaluation of First 5
California Funded
Programs



Goals of training

- To define “subactivities.”
- To learn how to set up subactivities in PEDS.
- To learn how to edit subactivities in PEDS.
- To learn how to delete subactivities in PEDS.

Subactivities

Definition

An optional, expanded list of direct service activities that allows more detailed tracking of services and activities provided by a funded program.

What should I know about the subactivities feature?

- Currently, PEDS contains 2 subactivities lists, customized with activities relevant for the Special Needs Project and Power of Preschool initiatives.
- County Commissions and funded programs may elect to use some or all of the subactivities available on each list.

How do I add subactivities to a funded program's list of direct services?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu

Proposition 10
Evaluation Data System

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) [User Type Selection](#)

Funded Program Entry

Initiative:

Organization:

Funded Programs

Initiatives **Organizations** **Achievement Categories**

SNP Partner Agencies

Please select a Reporting Period:

Priority Outcomes and Indicators **Mini-Grants**

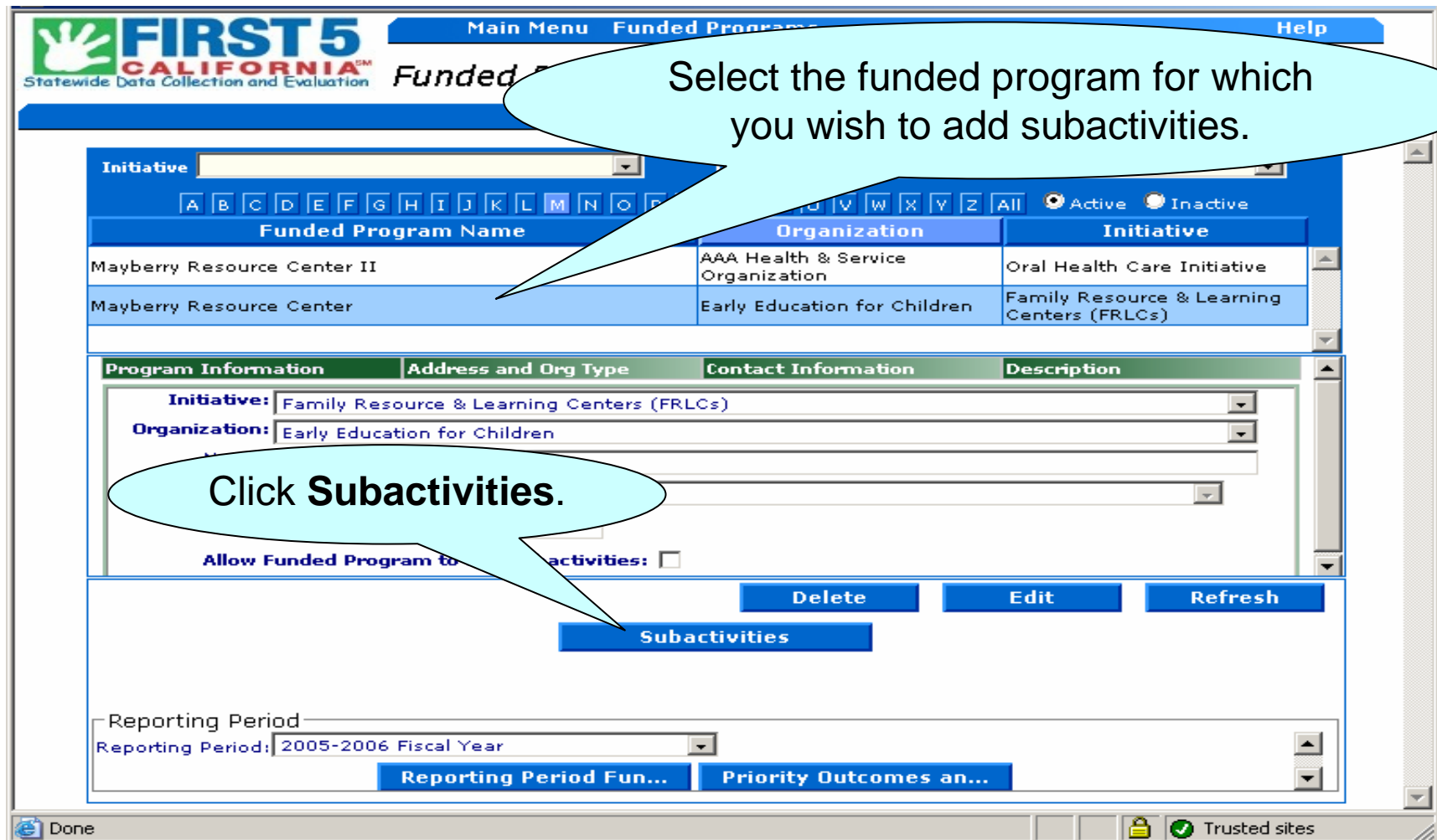
Click Funded Programs.

User: sanders.mary
User Type: County Comm...
County: First 5 Mayberry Children and...

Done Trusted sites

Subactivities Setup

Selection at the County Commission level



FIRST5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

Funded Programs

Initiative: [Dropdown]
[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S][T][U][V][W][X][Y][Z][All] [Active] [Inactive]

Funded Program Name	Organization	Initiative
Mayberry Resource Center II	AAA Health & Service Organization	Oral Health Care Initiative
Mayberry Resource Center	Early Education for Children	Family Resource & Learning Centers (FRLCs)

Program Information Address and Org Type Contact Information Description

Initiative: Family Resource & Learning Centers (FRLCs)
Organization: Early Education for Children

Allow Funded Program to have subactivities: ☐

Subactivities Delete Edit Refresh

Reporting Period: 2005-2006 Fiscal Year
Reporting Period Fun... Priority Outcomes an...

Done Trusted sites

Subactivities Setup

Selection at the County Commission level

FIRST5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

Subactivities Center

Subactivity List

No Records Found

Assign Subactivities to Funded Program

Subactivity List:

- Power of Preschool
- Special Needs Project

Select a **Subactivity List** from the drop-down menu.

The funded program does **not** have to be part of an initiative to use the available lists of subactivities.

Add Refresh

Done Trusted sites

Subactivities Setup

Selection at the County Commission level

The screenshot shows a web application window titled 'Assign Activities to Funded Program'. At the top, there is a navigation bar with 'Main Menu' and 'Funded Programs'. Below this, a 'Subactivity List' dropdown is set to 'Special Needs Project'. A list of activities is displayed, each with a checkbox. A red oval highlights the checkboxes for 'Behavioral aides', 'Parent-child intervention', and 'Social skills training'. At the top right of the list, there are 'Check All' and 'Uncheck All' buttons, which are also circled in red. At the bottom right, there are 'Add' and 'Refresh' buttons. A status bar at the very bottom shows 'Done' and 'Trusted sites'.

Select all activities to be added by clicking applicable check boxes.

The **Check All** button selects all activities. The **Uncheck All** button deselects all activities.

Click **Add**.

Done Trusted sites

Subactivities Setup

Selection at the County Commission level

FIRST5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs Subactivities Help

Subactivities Mayberry Resource Center

Subactivity List	# of Subactivities
Special Needs Project	3/39

Assign Subactivities to Funded Program

Subactivity List:

Add Refresh

Done Trusted sites

This fraction indicates that 3 out of 39 possible subactivities have been selected from the **Special Needs Project** subactivities list.

How do the subactivities appear in the Direct Service data screens?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Help

Activities (Aggregate Data)

Strategy: Direct Service

Modality: [Dropdown] Start Date: 02/27/2006 End Date: 03/13/2006 Go

Modality	Date/Date Range
No Records Found	

Modality Information **Activity Information**

Modality: 01 - Case management

Activities: ☒ Show All ☐ Focused Listing

Family Support, Education, and Services

- ☐ Community resource and referral (to health and social services)
- ☒ Mental health assessment or services
 - ☐ Behavioral aides
 - ☒ Parent-child intervention
 - ☐ Social skills training
- ☐ Service coordination
- ☐ Enrollment/assistance with TANF, WIC, Food Stamps, or food program

Refresh Previous Next

Done Trusted sites

The Direct Service Activity Information screen now shows the 3 selected subactivities as activity options.

How do I edit subactivities at the County Commission level?

FIRST5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs

Funded Programs

Initiative: [Dropdown] Organization: [Dropdown]

[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S][T][U][V][W][X][Y][Z][All] ☒ Active ☐ Inactive

Funded Program Name	Organization	Initiative
Mayberry Resource Center II	AAA Health & Service Organization	Oral Health Care Initiative
Mayberry Resource Center	Early Education for Children	Family Resource & Learning Centers (FRLCs)

Program Information | **Address and Org Type** | **Contact Information** | **Description**

Initiative: Family Resource & Learning Centers (FRLCs) [Dropdown]
Organization: Early Education for Children [Dropdown]

Allow Funded Program to be used for subactivities: ☐

Delete **Edit** **Refresh**

Subactivities

Reporting Period: [Dropdown]
Reporting Period: 2005-2006 Fiscal Year [Dropdown]

Reporting Period Fun... **Priority Outcomes an...**

Done Trusted sites

Subactivity Setup

Editing subactivities at County Commission level

The screenshot shows the 'FIRST5 CALIFORNIA' website's 'Subactivities' section. At the top, there is a navigation bar with 'Main Menu' and 'Funded' links. Below this, a table titled 'Subactivity List' displays the following data:

Subactivity List	# of Subactivities
Special Needs Project	3/39

Below the table is a section titled 'Assign Subactivities to Funded' with a dropdown menu for 'Subactivity List' currently set to 'Special'. To the right of this section are 'Check All' and 'Uncheck All' buttons. A list of subactivities follows, each with a checkbox:

- ☐ Mental health assessment or services
- ☐ Mental health/Behavioral assessment
- ☒ Behavioral aides
- ☐ Play therapy
- ☒ Parent-child intervention
- ☐ Other psychological counseling
- ☒ Social skills training
- ☐ Psychiatric/medication services
- ☐ Behavioral consultation
- ☐ Individual behavior plan

At the bottom of the interface are 'Edit' and 'Refresh' buttons. The browser's status bar at the very bottom shows 'Done' and 'Trusted sites'.

Callouts:

- A speech bubble pointing to the 'Special Needs Project' row in the table says: "Select a **Subactivity List** from the browser."
- A speech bubble pointing to the list of subactivities says: "Make any necessary changes."
- A speech bubble pointing to the 'Edit' button says: "Click **Edit**."

How do I delete subactivities at the County Commission level?

FIRST5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs

Funded Programs

Initiative: [Dropdown] Organization: [Dropdown]

[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S][T][U][V][W][X][Y][Z][All] ☒ Active ☐ Inactive

Funded Program Name	Organization	Initiative
Mayberry Resource Center II	AAA Health & Service Organization	Oral Health Care Initiative
Mayberry Resource Center	Early Education for Children	Family Resource & Learning Centers (FRLCs)

Program Information | **Address and Org Type** | **Contact Information** | **Description**

Initiative: Family Resource & Learning Centers (FRLCs) [Dropdown]
Organization: Early Education for Children [Dropdown]

Allow Funded Program to [Dropdown] activities: ☐

Delete **Edit** **Refresh**

Subactivities

Reporting Period: [Dropdown]
Reporting Period: 2005-2006 Fiscal Year [Dropdown]

Reporting Period Fun... **Priority Outcomes an...**

Done Trusted sites

Subactivity Setup

Deleting subactivities at County Commission level

The screenshot shows the FIRST5 CALIFORNIA Subactivities browser. At the top, there is a navigation bar with 'Main Menu' and 'Fund...' links. Below this, the page title is 'Subactivities'. A table titled 'Subactivity List' is displayed, with columns 'Subactivity List' and '# of Subactivities'. The first row shows 'Special Needs Project' with '3/39' subactivities. Below the table, there is a section titled 'Assign Subactivities' with a list of subactivities and checkboxes. The 'Uncheck All' button is circled in red. At the bottom, there are 'Edit' and 'Refresh' buttons. The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

Select a **Subactivity List** from the browser.

Click **Uncheck All** to remove the Subactivity List.

Click **Edit**.

Subactivity List	# of Subactivities
Special Needs Project	3/39

Assign Subactivities

Subactivity List:

- ☐ Mental health assessment
- ☐ Mental health/Behavior
- ☒ Behavioral aides
- ☐ Play therapy
- ☒ Parent-child intervention
- ☐ Other psychological counseling
- ☒ Social skills training
- ☐ Psychiatric/medication services
- ☐ Behavioral consultation
- ☐ Individual behavior plan

Check All Uncheck All

Edit Refresh

Done Trusted sites

How do County Commissions enable funded programs to select their own subactivities?

FIRST5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs

Funded Programs

Initiative: [Dropdown] Organization: [Dropdown]

[A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z] [All] [Active] [Inactive]

Funded Program Name	Organization	Initiative
Mayberry Resource Center II	Health & Service Organization	Oral Health Care Initiative
Mayberry Resource Center	Early Education for Children	Family Resource & Learning Centers (FRLCs)

Program Information | **Address and Org Type** | **Contact Information** | **Description**

Initiative: Family Resource & Learning Centers (FRLCs) [Dropdown]
Organization: Early Education for Children [Dropdown]
Name: Mayberry Resource Center [Text]
Subcontractor: ☐ **Of:** [Dropdown]
Inactive: ☐ **Inactive Date:** [Text]
Allow Funded Program to Edit Subactivities: ☒

Delete **Edit** **Refresh**

Subactivities

Priority Outcomes an...

Done Trusted sites

Select the funded program for which you wish to add subactivities.

Select **Allow Funded Program to Edit Subactivities** checkbox.

Click **Edit**.

Subactivity Setup

Selection at the funded program level

FIRST5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) **[Program Setup](#)** [User Type Selection](#)

Funded Program Setup:

Setup Information

[Focused Activities](#) [Activity Locations](#) [Subactivities](#)

Click Subactivities.

User: sanders.mary (0 login attempts since 3/10/2006 8:26:50 AM)
User Type: Funded Program User
Funded Program: Mayberry Resource Center

HELP

Trusted sites

Subactivity Setup

Selection at the funded program level

The screenshot shows the 'FIRST5 CALIFORNIA' website with the 'Subactivities' page. The page has a blue header with 'Main Menu' and 'Subactivities' links. Below the header, there's a table titled 'Subactivity List' with two columns: 'Subactivity List' and '# of Subactivities'. The first row is 'Special Needs Project' with '3/39' in the second column. Below the table is a section titled 'Assign Subactivities to Funded' with a dropdown menu set to 'Special Needs Project'. Under this, there's a list of subactivities with checkboxes. A red oval highlights the first six items: 'Mental health/Behavioral assessment', 'Behavioral aides', 'Play therapy', 'Parent-child intervention', 'Other psychological counseling', and 'Social skills training'. The first four are checked, and the last two are grayed out. Below the list are 'Check All' and 'Uncheck All' buttons. At the bottom right are 'Edit' and 'Refresh' buttons. A status bar at the very bottom shows 'Done' and 'Trusted sites'.

Select a **Subactivity List** from the browser

Click additional activities.

The grayed out check boxes that were selected at the County Commission level cannot be deselected at the funded program level.

Click **Edit**.

How do I edit subactivities at the funded program level?

FIRST5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) **[Program Setup](#)** [User Type Selection](#)

Funded Program Setup:

Setup Information

[Focused Activities](#) [Activity Locations](#) **[Subactivities](#)**

Click Subactivities.

Select Program Setup tab.

User: sanders.mary (0 login attempts since 3/10/2006 8:26:50 AM)
User Type: Funded Program User
Funded Program: Mayberry Resource Center

HELP

Trusted sites

Subactivity Setup

Editing subactivities at funded program level

The screenshot shows the 'Subactivities' page of the FIRST5 CALIFORNIA web application. The page has a blue header with the logo and navigation links 'Main Menu' and 'Subactivities'. Below the header is a table titled 'Subactivity List' with two columns: 'Subactivity List' and '# of Subactivities'. The table contains one row: 'Special Needs Project' with '3/39' in the second column. Below the table is a section titled 'Assign Subactivities to Funded Program' with a dropdown menu for 'Subactivity List' set to 'Special Needs Project'. Below this is a list of subactivities with checkboxes. A red oval highlights the first four checked items: 'Mental health/Behavioral assessment', 'Behavioral aides', 'Play therapy', and 'Parent-child intervention'. A blue oval highlights the 'Edit' button at the bottom right. A blue cloud callout points to the grayed-out checkboxes for 'Other psychological counseling', 'Psychiatric/medication services', 'Behavioral consultation', and 'Individual behavior plan'. A light blue speech bubble points to the table header, and another points to the 'Edit' button.

Subactivity List

Subactivity List	# of Subactivities
Special Needs Project	3/39

Assign Subactivities to Funded Program

Subactivity List: Special Needs Project

Check All Uncheck All

- ☒ Mental health/Behavioral assessment
- ☒ Behavioral aides
- ☒ Play therapy
- ☒ Parent-child intervention
- ☐ Other psychological counseling
- ☒ Social skills training
- ☐ Psychiatric/medication services
- ☐ Behavioral consultation
- ☐ Individual behavior plan

Edit **Refresh**

Done Trusted sites

Select a **Subactivity List** from the browser.

Make any necessary changes.

The grayed out check boxes that were selected at the County Commission level cannot be deselected at the funded program level.

Click **Edit**.

How do I delete subactivities at the funded program level?

The screenshot displays the FIRST5 CALIFORNIA Evaluation Data System interface. At the top left is the logo for FIRST5 CALIFORNIA, Statewide Data Collection and Evaluation. To the right is the text "Main Menu". Below this is a navigation bar with tabs: "Data Entry", "Reports", "Data Collection", "Narratives", and "Program Setup". A speech bubble points to the "Program Setup" tab with the text "Select Program Setup tab.". Below the navigation bar is a section titled "Funded Program Setup:". Inside this section is a "Setup Information" box containing three buttons: "Focused Activities", "Activity Locations", and "Subactivities". A speech bubble points to the "Subactivities" button with the text "Click Subactivities.". At the bottom of the screen, there is a user information section showing "User: sanders.mary (0 login attempts since 3/10/2006 8:26:50 AM)", "User Type: Funded Program User", and "Funded Program: Mayberry Resource Center". There are also some small icons and a "HELP" button in the bottom right corner.

FIRST5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu

Program Setup

Funded Program Setup:

Setup Information

Focused Activities Activity Locations Subactivities

Click Subactivities.

User: sanders.mary (0 login attempts since 3/10/2006 8:26:50 AM)
User Type: Funded Program User
Funded Program: Mayberry Resource Center

HELP

Trusted sites

Subactivity Setup

Deleting subactivities at funded program level

The screenshot shows the 'Subactivities' page of the FIRST 5 CALIFORNIA Statewide Data Collection and Evaluation system. The page has a blue header with the logo and navigation links 'Main Menu' and 'Subactivities'. Below the header is a table titled 'Subactivity List' with two columns: 'Subactivity List' and '# of Subactivities'. The first row shows 'Special Needs Project' with '3/39' subactivities. Below the table is a section titled 'Assign Subactivity' with a list of subactivities and checkboxes. The 'Mental health/Behavioral assessment' checkbox is checked. The 'Social skill' checkbox is checked and highlighted with a blue oval. The 'Psychiatric/medication services' checkbox is grayed out. The 'Behavioral consultation' and 'Individual behavior plan' checkboxes are also grayed out. At the bottom of the list are 'Check All' and 'Uncheck All' buttons. The 'Uncheck All' button is circled in red. Below the list are 'Edit' and 'Refresh' buttons. The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

Select a **Subactivity List** from the browser.

Click **Uncheck All** to remove the Subactivity List

The grayed out check boxes that were selected at the County Commission level cannot be deselected at the funded program level.

Click **Edit**.

Subactivity Setup

Applicable Reports with “subactivities” filter

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu

Proposition 10
Evaluation Data System

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) [User Type Selection](#)

Reports

Please select a Reporting Period:
2005-2006 Fiscal Year

Direct Service Activity Data	Other Activity Data
Direct Services (Aggregate)	Community Strengthening Efforts
Direct Services (Individual)	Provider Capacity Building/Support
Direct Services (All)	Infrastructure Investments
Direct Service Contacts	Systems Change Support Activities
Direct Services Data Export (Individual)	Mini-Grants

Participant Data
Direct Service Contacts by Demographics

Outcome Data (Core)
Totake Rep

User: sanders.mary (0 login attempts since...)
User Type: County Commission User
County: First 5 Mayberry Children and Family

To view all reports, scroll down.

HELP

Trusted sites

Subactivity Setup

Applicable Reports with “subactivities” filter

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation


Main Menu

Proposition 10
Evaluation Data System


[Data Entry](#) | [Reports](#) | [Data Collection](#) | [Narratives](#) | [User Type Selection](#)


Participant Data	Outcome Data (Core)
Direct Service Contacts by Demographics	Intake Report
Nonduplicated Participant Counts	Intake / Follow-up Report
Counts of Participants (Some Duplication)	Pivot Table Report
Nonduplicated Participant Count by Service	Intake / Follow-up Completed
Participant Detail Data Export (Individual)	

Progress and Fiscal Reports	Service Quality Reports
Funds Spent by Strategy	Intensity of Services
Achievement Milestones	Duration of Services
Funded Program Detail Report	Comprehensiveness of Services



User: sanders.mary (0 login attempts since 11/8/2005 9:16:57 AM)
User Type: County Commission User
County: First 5 Mayberry Children and Families Commission



 Trusted sites

Subactivity Setup

Example of report filter



Direct Service Contacts



Start Date	<input type="text" value="07/01/2005"/>
End Date	<input type="text" value="06/30/2006"/>
Activity Location	<input type="text" value="Include All Items"/>
Activity Location Zip Code	<input type="text" value="Include All Items"/>
Modality	<input type="text" value="Include All Items"/>
Activity Category	<input type="text" value="Family Support, Education, and Services"/>
Activity	<input type="text" value="Mental health assessment or services"/>
Subactivity	<input type="text" value="Include All Items"/>
Aggregate and/or Core Participant Data	<div><div>Include All Items</div><div>Mental health/Behavioral assessment</div><div>Behavioral aides</div><div>Play therapy</div><div>Parent-child intervention</div><div>Other psychological counseling</div><div>Social skills training</div><div>Psychiatric/medication services</div><div>Behavioral consultation</div><div>Individual behavior plan</div><div>Other therapy</div></div>

Choose a subactivity from the drop-down menu.

The filter runs a report for a selected subactivity.

Run Report

Subactivity Setup

Summary of data entry at County Commission level

To Add Subactivities

- Click on **Funded Programs** in the County Commission main menu.
- Select the funded program to edit.
- Click **Subactivities**.
- Select a **Subactivity List** from the drop-down menu.
- Select applicable check boxes.
- Click **Add**.

To Edit Subactivities

- Click on **Funded Programs** in the County Commission main menu.
- Select the funded program to edit.
- Click **Subactivities**.
- Select the **Subactivities List** from the browser or the drop-down menu.
- Enter desired changes.
- Click **Edit**.

To Delete Subactivities

- Click on **Funded Programs** in the County Commission main menu.
- Select the funded program to delete.
- Click **Subactivities**.
- Select the **Subactivities List** from the browser or drop-down menu.
- Click **Uncheck All**.
- Click **Edit**.

Subactivity Setup

Summary of data entry at funded program level

To Enable Funded Programs to Select Subactivities

- Click on **Funded Programs** in the main menu.
- Select the funded program to edit.
- Select **Allow Funded Program to Edit Subactivities** checkbox.
- Click **Edit**.

To Add Subactivities

- Select **Program Setup** tab in the funded program Main Menu.
- Click **Subactivities**.
- Select a **Subactivity List** from the browser or drop-down menu.
- Select applicable check boxes.
- Click **Edit**.

To Edit Subactivities

- Click on the **Program Setup** tab in the funded program Main Menu.
- Click **Subactivities**.
- Select **Subactivities List** from the browser or the drop-down menu.
- Enter desired changes.
- Click **Edit**.

To Delete Subactivities

- Click on the **Program Setup** tab in the funded program Main Menu.
- Click **Subactivities**.
- Select the **Subactivities List** from the browser or drop-down menu.
- Click **Uncheck All**.
- Click **Edit**.